

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD03-1

Date: July 1, 2003

69:141:va:7213

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: 2003 70 PERCENT LLSIL AND 2003 POVERTY GUIDELINES **(INACTIVE)**

EXECUTIVE SUMMARY:

Purpose:

This directive issues the 2003 70 Percent Lower Living Standard Income Level (LLSIL) published by the Secretary of Labor in the Federal Register on May 30, 2003, and the 2003 poverty guidelines published by the federal Department of Health and Human Services (HHS) February 7, 2003.

Scope:

The LLSIL and poverty guidelines are used to establish low-income status for Workforce Investment Act (WIA) Title I programs. Local Workforce Investment Boards (LWIB) need the LLSIL to determine eligibility for youth, eligibility for employed adults for certain services, defining self-sufficiency, and for the reauthorization of the Work Opportunity Tax Credit. The LWIBs should consult WIA regulations and preamble for more specific guidance.

Effective Date:

The 2003 LLSIL became effective the date of publication in the Federal Register, May 30, 2003. The 2003 poverty guidelines were effective on the date of publication in the Federal Register, February 7, 2003.

REFERENCES:

- WIA Sections 101(24), 127(b)(2)(C), 134(d)(3)(A)(ii), and 134(d)(4)(E)
- Federal Register, Volume 68, Number 104, WIA; LLSIL (May 30, 2003)
- Federal Register, Volume 68, Number 26, Annual Update of the HHS Poverty Guidelines (February 7, 2003)

STATE-IMPOSED REQUIREMENTS:

This directive contains one State-imposed requirement, which is in ***bold italic*** print.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD01-18, dated June 11, 2002, and finalizes WIADD-55, issued for comment on June 5, 2003. Retain this directive until further notice.

BACKGROUND:

The WIA Section 101(24) provides for the use of one of two sets of data to establish whether an individual is a low-income individual. The measure used is the highest of either 70 percent of the LLSIL, determined by the Secretary of Labor, or the poverty guidelines, published by HHS. The WIA requires annual revisions to both sets of data.

All Local Workforce Investment Areas (LWIA) use the same poverty guidelines. However, the LLSIL identifies maximum qualifying income levels for residents in either of two broad geographic designations: metropolitan and nonmetropolitan areas. Metropolitan levels apply to residents living within Metropolitan Statistical Areas (MSA) as defined by the Office of Management and Budget. Nonmetropolitan levels apply to places with populations under 50,000. In addition to the broad metropolitan and nonmetropolitan areas, the Department of Labor identifies three MSAs in California that have unique LLSILs: the San Diego MSA, the Los Angeles/Riverside/Orange County MSA, and the San Francisco/Oakland/San Jose MSA.

POLICY AND PROCEDURES:

1. Select the appropriate table for use by your LWIA from the five tables on the attachment. ***(In those instances where a LWIA encompasses both metropolitan and nonmetropolitan areas, the State has designated the higher of the LLSIL figures for use within the entire LWIA.)***
2. Use the higher of either the LLSIL or the poverty guidelines, for the appropriate family size, to determine low-income status. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts enables the reviewer to immediately determine income status.
3. The LWIBs are required to set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least 100 percent of the LLSIL established for a LWIA.

ACTION:

Notify all affected staff of the changes to the LLSIL and poverty guidelines in this directive.

INQUIRIES:

Please direct inquiries about this directive to your assigned [Regional Advisor](#) at (916) 653-6347 or Georganne Pintar Baldwin, Local Policy Guidance Unit Manager, at (916) 654-7611.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment

**2003 70 PERCENT LOWER LIVING STANDARD INCOME LEVEL (LLSIL)
2003 POVERTY GUIDELINES**

The LLSIL and poverty guidelines are used to establish low-income status and the minimum level for establishing self-sufficiency criteria at the local level. Local Workforce Investment Boards (LWIB) need the LLSIL to determine eligibility for youth, eligibility for employed adult/dislocated workers for certain services, self-sufficiency, and for the reauthorization of the Work Opportunity Tax Credit. The LWIBs should consult the Workforce Investment Act (WIA) and its regulations and preamble for more specific guidance.

Tables 1 through 5 show the 70 percent LLSIL and the poverty guidelines for western metropolitan and nonmetropolitan areas, and for three specific Metropolitan Statistical Areas in California. In addition, each LLSIL table includes the 100 percent LLSIL that establishes the Department of Labor's minimum self-sufficiency levels. Each table specifies which areas encompass which Local Workforce Investment Area (LWIA). For a family of one, in all tables, the poverty guidelines exceed the 70 percent LLSIL and, therefore, should be used to establish the low-income status. For all other family sizes, the LLSILs exceed the poverty guidelines. The last column in each table shows the amount to be added to the figure for a family of six for each additional family member.

Since the income received during the six-month period immediately prior to the individual's application for WIA funded services is used for income determination, each chart below shows the six-month, as well as the annual, figures for each family size. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts enables the reviewer to immediately determine a family's income.

Effective Dates: LLSIL: May 30, 2003
 Poverty Guidelines: February 7, 2003

| Table 1—San Diego Metropolitan Statistical Area | | | | | | | |
|---|-----------|--------|--------|--------|--------|--------|----------------|
| LWIAs | San Diego | | | | | | |
| Family Size | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | Each Add'l add |
| 70% LLSIL | | | | | | | |
| Annual | 8,780 | 14,390 | 19,750 | 24,380 | 28,770 | 33,650 | 4,880 |
| 6 Months | 4,390 | 7,195 | 9,875 | 12,190 | 14,385 | 16,825 | 2,440 |
| 100% | 12,540 | 20,550 | 28,210 | 34,820 | 41,090 | 48,060 | 6,970 |
| Poverty Guidelines | | | | | | | |
| Annual | 8,980 | 12,120 | 15,260 | 18,400 | 21,540 | 24,680 | \$3,140 |
| 6 Months | 4,490 | 6,060 | 7,630 | 9,200 | 10,770 | 12,340 | \$1,570 |

Table 2—Los Angeles/Riverside/Orange County Metropolitan Statistical Area

| | | | | | | | |
|--------------------|------------------------|--------|---------------------|--------|-----------------------|--------|----------------|
| LWIAs | Anaheim | | Los Angeles County | | San Bernardino County | | |
| | Carson/Lomita/Torrance | | Orange County | | SELACO | | |
| | Foothill | | Riverside County | | South Bay | | |
| | Long Beach | | Santa Ana | | Ventura | | |
| | Los Angeles City | | San Bernardino City | | Verdugo | | |
| Family Size | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | Each Add'l add |
| 70% LLSIL | | | | | | | |
| Annual | 8,120 | 13,310 | 18,270 | 22,550 | 26,610 | 31,120 | 4,510 |
| 6 Months | 4,060 | 6,655 | 9,135 | 11,275 | 13,305 | 15,560 | 2,255 |
| 100% | 11,600 | 19,010 | 26,100 | 32,210 | 38,010 | 44,450 | 6,440 |
| Poverty Guidelines | | | | | | | |
| Annual | 8,980 | 12,120 | 15,260 | 18,400 | 21,540 | 24,680 | \$3,140 |
| 6 Months | 4,490 | 6,060 | 7,630 | 9,200 | 10,770 | 12,340 | \$1,570 |

Table 3—San Francisco/Oakland/San Jose Metropolitan Statistical Area

| | | | | | | | |
|--------------------|--------------|--------|---------------|--------|------------|--------|-------------------|
| LWIAs | Alameda | | Oakland | | Santa Cruz | | |
| | Contra Costa | | Richmond | | Solano | | |
| | Marin | | San Francisco | | Sonoma | | |
| | Napa | | San Jose | | | | |
| | NOVA | | San Mateo | | | | |
| Family Size | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | Each Add'l add |
| 70% LLSIL | | | | | | | |
| Annual | 8,680 | 14,230 | 19,530 | 24,110 | 28,450 | 33,280 | 4,830 |
| 6 Months | 4,340 | 7,115 | 9,765 | 12,055 | 14,225 | 16,640 | 2,415 |
| 100% | 12,400 | 20,320 | 27,900 | 34,440 | 40,640 | 47,530 | 6,890 |
| Poverty Guidelines | | | | | | | |
| Annual | 8,980 | 12,120 | 15,260 | 18,400 | 21,540 | 24,680 | \$3,140 |
| 6 Months | 4,490 | 6,060 | 7,630 | 9,200 | 10,770 | 12,340 | \$1,570 |

Table 4—Other Metropolitan Areas

| | | | | | | | |
|--------------------|----------------|--------|--------|---------------|--------|------------|----------------|
| LWIAs | Fresno | | | NoRTEC | | Stanislaus | |
| | Golden Sierra | | | North Central | | Tulare | |
| | Kern/Inyo/Mono | | | Sacramento | | Yolo | |
| | Merced | | | San Joaquin | | | |
| | Monterey | | | Santa Barbara | | | |
| Family Size | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | Each Add'l add |
| 70% LLSIL | | | | | | | |
| Annual | 7,980 | 13,070 | 17,950 | 22,150 | 26,140 | 30,570 | 4,430 |
| 6 Months | 3,990 | 6,535 | 8,975 | 11,075 | 13,070 | 15,285 | 2,215 |
| 100% | 11,400 | 18,680 | 25,640 | 31,650 | 37,350 | 43,680 | 6,330 |
| Poverty Guidelines | | | | | | | |
| Annual | 8,980 | 12,120 | 15,260 | 18,400 | 21,540 | 24,680 | \$3,140 |
| 6 Months | 4,490 | 6,060 | 7,630 | 9,200 | 10,770 | 12,340 | \$1,570 |

Table 5—Nonmetropolitan Areas

| | | | | | | | |
|--------------------|-----------|--------|--------|-----------------|--------|--------|-------------------|
| LWIAs | Humboldt | | | Mother Lode | | | |
| | Imperial | | | San Benito | | | |
| | Kings | | | San Luis Obispo | | | |
| | Madera | | | | | | |
| | Mendocino | | | | | | |
| Family Size | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | Each Add'l add |
| 70% LLSIL | | | | | | | |
| Annual | 7,710 | 12,630 | 17,330 | 21,390 | 25,250 | 29,520 | 4,270 |
| 6 Months | 3,855 | 6,315 | 8,665 | 10,695 | 12,625 | 14,760 | 2,135 |
| 100% | 11,000 | 18,030 | 24,750 | 30,550 | 36,050 | 42,160 | 6,110 |
| Poverty Guidelines | | | | | | | |
| Annual | 8,980 | 12,120 | 15,260 | 18,400 | 21,540 | 24,680 | \$3,140 |
| 6 Months | 4,490 | 6,060 | 7,630 | 9,200 | 10,770 | 12,340 | \$1,570 |